



**Bureau for Private Postsecondary Education**  
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## STUDENT TUITION RECOVERY FUND (STRF) MINIMUM REQUIREMENTS

<b>Name of Institution:</b>			
<b>Street Address:</b>			
<b>City:</b>	<b>Zip:</b>	<b>Institution Code:</b>	<b>School Code:</b>

Pursuant to the California Private Postsecondary Education Act of 2009 (Ed. Code) and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), an institution shall be in compliance with minimum requirements related to STRF assessments.

**Instructions:** For each numbered item listed below:

1. Submit the requested documentation/information;
2. Write “N/A” next to any numbered item that does not apply to your institution; and
3. Complete and sign the declaration at the end of this document.

**Return this completed document, along with the requested documentation to the Bureau for Private Postsecondary Education (Bureau) no later than \_\_\_\_/\_\_\_\_/\_\_\_\_.**

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- 1. Please submit copies of the STRF Assessment Reporting Forms submitted from your institution for the last 4 quarters. In addition please submit copies of the electronic records maintained at your institution that substantiate the data reported on the STRF Assessment Reporting Forms. Pursuant to 5 CCR §76140(b) below, please submit the requested documentation to the Bureau within 14 calendar days.**

**5 CCR §76130(b)** A qualifying institution shall complete the STRF Assessment Reporting Form (Rev. 2/10) and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:

- (1) April 30 for the first quarter,
- (2) July 31 for the second quarter,
- (3) October 31 for the third quarter, and
- (4) January 31 for the fourth quarter. If the due date falls on a Saturday, Sunday or State or Federal holiday, the due date shall be extended to the next regular business day for the Bureau.

AND

**5 CCR §76140(a)** A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

- (1) Student identification number,
- (2) First and last names,
- (3) Email address,
- (4) Local or mailing address,
- (5) Address at the time of enrollment,
- (6) Home address,
- (7) Date enrollment agreement signed,

- (8) Courses and course costs,
- (9) Amount of STRF assessment collected,
- (10) Quarter in which the STRF assessment was remitted to the Bureau,
- (11) Third-party payer identifying information,
- (12) Total institutional charges charged, and
- (13) Total institutional charges paid.

AND

**5 CCR §76140(b)** The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

**To the best of my knowledge, I declare that the information submitted is true and correct.**

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*Signature*

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*Date*

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*Printed Name and Title*